

Position Description (EP)

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to SRS Personnel Services. Supervisors and incumbents are responsible for the completion of this form.

CHECK ONE: (X) NEW POSITION () EXISTING POSITION

PART I – Position Description

1. Agency Name Department for Children and Families	9. Position Number K0227413	10. Budget Program Number EA29305
2. Employee Name (leave blank if position vacant)	11. Present Class Title (if existing position)	
3. Division: Family Services	12. Proposed Class Title: VR Program Specialist (unclassified)	
4. Section: Rehabilitation Services	13. Allocation	
5. Unit: East Region	14. (a) Effective Date	14. (b) FLSA Code
6. Location (address where employee works) City Topeka County: Shawnee	15. By: Approved	
7. (Circle appropriate time) Full time _____ Perm _____ Inter _____ Part Time _____ Temp _____ % _____	16. Audit Date: _____ By: _____ Date: _____ By: _____	
8. Regular Hours (circle appropriate time) From: 8 AM/PM To: 5 AM/PM	17. Position Reviews Date: _____ By: _____	
Area for use by Personnel Office		

PART II – Organizational Information

18 (a). Briefly describe why this position exists. (What is the purpose, goal, or mission of the position)

The VR Program Specialist is advanced caseload management and case coordination work to empower people with disabilities to achieve employment as the avenue to self-sufficiency, independence, inclusion, economic equality, and integration into society. The position serves as the primary contact with vocational rehabilitation (VR) consumers and their service providers to assure timely and professional customer service, delivery of services within policy requirements, and consumer progress/achievement of employment outcomes. The position collects, researches and analyzes information to facilitate the VR Counselor's determination of eligibility, approval of Individual Plans for Employment, expenditures, and case closure decisions. The position facilitates consumer participation and informed choice; tracks progress measures; implements interventions as needed; researches service delivery or purchasing options; and maintains documentation in case files and on the Kansas Management Information system.

18 (b). If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new functionality added by law or other factors which changed the duties and responsibilities of the position.

19. Who is the supervisor of this position? (Who assigns work, gives directions, answers questions and is directly in charge.)

Name: **Jamey Hancock** Title: **Rehabilitation Manager** Position Number: **K0226006**

Who evaluates the work of an incumbent in this position?

Name: **Jamey Hancock** Title: **Rehabilitation Manager** Position Number: **K0226006**

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

This position carries out its responsibilities within established policies and procedures. Research and analysis is provided to the VR Counselor at key stages in the rehabilitation process, requiring the position to be an effective communicator and have a clear understanding of complex agency policies and federal regulations. Instructions are provided verbally or in writing/media of choice. The position meets regularly with the VR Counselor on case coordination issues, and has frequent contact with service providers. The work requires initiative, independent judgment, and accountability. The employee is required to handle many administrative details independently, and to manage a caseload comprised of individuals with various needs and at various stages of their rehabilitation.

- d) Which statement best describes the result of error in action or decision of this employee?
- () Minimal property damage, minor injury, minor disruption of the work flow.
 - (X) Moderate loss of time, injury, damage, or adverse impact on health and welfare of others.
 - () Major program failure, major property loss, or serious injury of incapacitation.
 - () Loss of life, disruption of operations of a major agency.

21. Describe the work of this position using this page or one additional page only. (Use the following format for describing job duties:) **What** is the action being done (use an action verb); to **whom** or **what** is the action directed (object of the action; **why** is the action being done (describe the result or outcome expected); ***How** is the action expected to be performed (describe the manner, methods, techniques or procedures in which the task is currently performed). For each task state: Who reviews it? How often? What is it reviewed for?

Number Each Task and Indicate Percent of Time and Identify each function as essential or marginal by placing an **E** or **M** next to the % of time for each task. Essential functions are the primary job duties for which the position was created and that an employee must be able to perform, with or without reasonable accommodation. A marginal function is peripheral, incidental or minimal part of the position.

			In addition to the tasks listed below, this position is expected to: <ul style="list-style-type: none"> Comply with the Rehabilitation Services (RS) professional conduct expectations. Demonstrate leadership in carrying out the DCF Mission, Vision and Guiding Principles, and in communicating these values with peers, customers, partners and the general public; Demonstrate leadership in carrying out and communicating the Goals and Priorities of RS, emphasizing the value of employment, the potential of people with disabilities, the importance of accountability, and the meaningful involvement of people with disabilities, partners, employers and other stakeholders in RS programs, services and activities; Ensure that each consumer has the necessary information, knowledge and opportunities to make informed decisions throughout the rehabilitation process, including the selection of the vocational objective and needed services. Identify his/her own personal strengths and developmental needs to increase job performance and long-term career growth; Continually analyze work processes, seek new approaches, and make recommendations to enhance efficiency and effectiveness of the agency; Provide excellent customer service both internally and externally, serving as an advocate for the customer throughout all program areas and lines of business; Serve as a positive role model, respecting diversity, demonstrating respect, trust, and openness, and communicating in a manner that is courteous, respectful and protects human dignity; Work cooperatively with peers, staff, customers, community partners and the general public.
1.	20%	E	Assessment and documentation for the eligibility determination process Conducts in-depth initial interviews with applicants to obtain information regarding medical and family history, social functioning, education, work experience, self-perception, attitudes, financial resources, and vocational interests in order to assess each applicant's employment-related assets and barriers. Works with the client, medical community and vocational assessment experts to obtain appropriate medical, psychological, and vocational diagnostic records needed for eligibility determination. Confers with the VR Counselor as needed to clarify questions or assessments related to eligibility determination. Provides documentation of all records obtained. Writes a comprehensive analysis of the factors necessary to determine eligibility and Order of Selection category to facilitate review and decision-making by the VR Counselor. Monitors the eligibility determination process to ensure that it is completed within 60 days of application.
2.	25%	E	Research and planning for the Individual Plan for Employment (IPE) Assists the client and VR Counselor in the essential steps of identifying employment interests and strengths, barriers to employment, the employment goal, and services necessary to achieve the employment goal. This work is done in order to develop and document a preliminary IPE for the review and approval of the client and VR counselor. Assures that prerequisites for entry into specific occupations are considered and addressed when identifying potential employment goals. Such prerequisites may include education, experience, licenses, legal requirements, ability to pass drug screening tests, etc. Facilitates access to benefits counseling and labor market information. Assures that the client has opportunities to exercise informed choice. Facilitates the provision of additional assessment services if necessary for IPE development. Assesses the need for assistive technology and work place supports such as job coaching. May administer assessment tools. Works with the client to write measurable progress steps to assure achievement of the employment outcome. Explains client rights and responsibilities, and reviews agency policies on payment for services with the client and/or representative if appropriate. Works with the client to research comparable benefits. Assures that preliminary plans are consistent with RS policies governing the provision of services. Consults as needed during this development stage with the VR Counselor on the quality and content of preliminary plans. Writes narratives of client contacts and documents or compiles research collected. Collects necessary documentation and develops preliminary Economic Need analysis for review by the Counselor. Writes comprehensive review the IPE development process including justification for recommended goals, services and progress measures to facilitate Counselor decision-making. Monitors the IPE development process to ensure that it is completed within 90 days of eligibility determination.
3.	20%	E	Financial accountability Enters Service Authorizations in accordance with the IPE for approval by the Counselor. Monitors outstanding authorizations, documents needed cancellation of authorizations when appropriate, and enters cancellation on KMIS for Counselor approval. Collects proof-of-expenditure documentation. Reviews invoices to assure accuracy and provision of services, and enters Payment Authorizations on KMIS for approval by the Counselor. Resolves inconsistent information when necessary. Identifies potential costs that may exceed the Counselor's spending authority, and develops exception requests under the direction of the Counselor. Applies knowledge of state purchasing policies and procedures to maintain compliance for purchases of prosthetic appliances, adaptive equipment, medical treatment, occupational equipment and tools, maintenance and transportation, tuition and training supplies, home modifications, computer equipment and other planned services.
4.	30%	E	

<p>5. <u>5%</u> <u>E</u></p>	<p><u>Caseload management and service coordination</u> Maintains proactive, monthly contact with clients to assure progress toward employment. Routinely reviews IPE progress measures with clients and notifies the Counselor of any barriers to maintaining progress. Recommends case status changes when appropriate. Works with service providers to assure timely provision of services, submission of reports, and progress. Recommends strategies to address barriers to successful completion of the IPE and achievement of employment. Maintains and organizes case file and KMIS documentation in accordance with RS policies. Writes narratives to document client contacts and establish a record of client progress and opportunities for clients to exercise informed choice. Develops rationale and required documentation for case closure recommendations to the Counselor. Documents client participation in the closure decision and client notification of appeal rights. The RS Program Administrator and or manager review cases at least quarterly for compliance with policies and procedures.</p> <p><u>Community Outreach</u> Explains agency services, eligibility guidelines, and client's rights and responsibilities to applicants, interested individuals and referral sources, including public schools. May participate in Individual Education Plan meetings for transition youth with disabilities.</p> <p>VR Counselors provide routine guidance and feedback. The RS Program Administrator and or Rehabilitation Manager review progress at least quarterly for compliance with policies and procedures and client satisfaction.</p>
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*The description of how the work is to be performed does not preclude the consideration of reasonable accommodation(s) for qualified persons with a disability.

22. List the consequences of not performing the essential functions of this position as identified in Section 21.

An error, delay, and / or omission in action or decisions of this employee could result in a disruption of direct consumer services, misuse of public funds, non-compliance with the Kansas Prompt Payment Act, loss of community providers and the inability to meet the federal requirements and outcomes for the vocational rehabilitation program.

23. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position
- () Lead worker assigns, trains, schedules, oversees, or reviews work of others.
 - () Plans, staffs, evaluates, and directs work of employees of a work unit.
 - () Delegates authority to carry out work of a unite to subordinate supervisors or managers.

b. List the class titles and position numbers of all persons who are supervised directly by employee in this position.

Class Title

Position/KIPPS Number

24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

Nature of the work requires daily contact with the public and other agencies in meeting the needs of clients and to maintain goodwill. Frequent and continuing contacts are made with regional Counselors and Administrators to discuss state and federal regulations and policies.

25. What hazards, risks or discomforts exist on the job or in the work environment?

The work environment involves normal everyday hazards or discomforts typical of offices, meeting and training rooms. Occasional hazards, risks, or discomforts typical of personal or telephone contact with abusive or hostile clientele. Comfortable levels of temperature, ventilation, lighting, and sound are inherent in the work environment. The likelihood of injury is remote.

26. List machines or equipment which are currently used to complete the tasks or production standards for this position. Indicate the frequency with which they are used.

State vehicle frequently used in field contacts.

Personal computer used daily to meet paperwork demands.

Calculator used daily to monitor fiscal resources.

Telephone used daily to communicate with staff and others.

Copy machine used daily to maintain paper case files.

PART III – Education, Experience and Physical Requirements Information

27. Minimum Qualifications as stated in the State of Kansas Class Specifications.

Bachelor's degree in rehabilitation, general counseling, psychology, education or social work. Experience may be substituted for education. Experience working with people with disabilities is preferred.

28. SPECIAL REQUIREMENTS

A. State any additional qualifications for this position that are necessary to perform the essential functions of this position. (Licenses, registration or certification).

B. List any skill codes or selective certification required for this position. Selective certification must first be approved by the State Division of Personnel Services.

C. List preferred education or experience that may be used to screen applicants.

Bachelor's degree in rehabilitation, general counseling, psychology, education or social work. Experience may be substituted for education. Experience working with people with disabilities is preferred.

29. Describe the physical characteristics of the job as they relate to essential functions (focus on results, not methods of obtaining results).

This work generally requires light physical exertion. The employee may be required to perform handling activities of lightweight or easily moved items (Le. books, file folders, files, etc.); perform moving activities for brief periods; operate light equipment; and perform repetitive motion for periods of time.

30. Describe any methods, techniques or procedures that must be used to insure safety for equipment, employees, clients and others.

This employee will comply with all the security and safety procedures outlined in the DCF/RS office policy manual.

PART IV – Signatures

Signature of Employee

Date

Signature of Personnel Officer

Date

Signature of Supervisor

Date

Signature of Agency Head or Appointing Authority

Date